

Minutes of the Finance Committee

Wednesday, April 4, 2012

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl, Pamela Meyer, Rob Hutton, Bill Zaborowski, Jim Heinrich, and Dave Falstad. **Absent:** Ted Rolfs.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Senior Civil Engineer Karen Braun, Senior Financial Analysts Clara Daniels and Bill Duckwitz, Airport Manager Keith Markano, Programs & Projects Analyst Kurt Stanich, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata-Lutz, Budget Manager Keith Swartz, Criminal Justice Collaborating Council Coordinator Rebecca Luczaj, Health & Human Services Director Peter Schuler, Adolescent & Family Services Manager Pete Slesar, Treasurer Pam Reeves, Deputy Treasurer Terry Schultz, Enterprise Operations Manager Dave Burch, Business Services Manager Andy Thelke, and Senior Financial Analyst Linda Hein. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 3-21-12

MOTION: Heinrich moved, second by Falstad to approve the minutes of March 21. Motion carried 6-0.

Chair's Executive Committee Report of 4-2-12

Haukohl said the Executive Committee, at their last meeting, approved two ordinances that were included in the last set of County Board referrals: Ordinance 166-O-120, also on today's agenda and 166-O-121 which codifies previously adopted benefits for elected officials in the County Code. They also heard a report on the upcoming Emergency Management audit which will focus on the operations of Disaster Management training including the use of UASI grants, and hazardous materials management and do we comply with state and federal regulations.

Announcements

Being the last Finance Committee meeting of this board term, Haukohl said she has enjoyed working with everyone on this committee and commended them on their dedication and talent.

Ordinance 166-O-118: Authorization To Use CDBG-EAP 2008 Flood Grant Funds To Purchase And Demolish Single Family House At 557 W. Valley Road, Oconomowoc, WI 53066

Braun discussed this ordinance which authorizes the Parks & Land Use Director to enter into an agreement to purchase and demolish a dwelling that was damaged by the 2008 floods. HUD provided assistance to the state for the 2008 floods. Expenditures related to this project totaling \$196,800 have been provided by the Department of Administration-Division of Housing Emergency Assistance Program. The funds will be used towards the purchase of the house, demolition costs, asbestos inspection and removal costs, moving costs, etc.

Braun said the costs to rehab are beginning to exceed the value of the home. According to Emergency Assistance guidelines, if a dwelling requires more than 50% of its after-rehab value to

repair, the unit is not suitable for rehabilitation. Because it is a 100-year old farmhouse still having flood issues, any further work could cause it to cave or result in other problems. The owners are planning to re-build on this site with adjustments made to the building plans to alleviate future flood issues. Minimum elevation and basement restrictions will be placed on the deed.

MOTION: Heinrich moved, second by Falstad to approve Ordinance 166-O-118. Motion carried 6-0.

State Legislative Update

Spaeth noted the Legislature is in recess until January. The pothole liability bill passed and the cap on Family Care was lifted, both of which are positive outcomes for Waukesha County. Three of our state legislators voted against the Family Care bill. She believes their primary concern was expansion of the program into other counties and not necessarily lifting the cap, due to cost. Spaeth advised she was lobbying in Washington D.C. in March to restore off-system bridge funding. For example, in the past we received \$700,000 in federal funds for the Fox River Bridge. Since then, funding was removed and then restored, but it still has to go to the House for approval. Spaeth noted she will monitor various study committees that will be meeting at the state level this summer.

Ordinance 166-O-120: Modify Scope Of Taxiway Reconstruction Project 200702

Markano and Stanich were present to discuss this ordinance which modifies the above listed capital project to revise the project name to Taxiways and North Ramp Reconstruction and a modified project scope. Copies of aerial maps of the areas were distributed. The revised scope will include pavement in the North Ramp area but eliminate the reconstruction of Taxiway C due to the need to relocate the taxiway to meet current runway separation standards. A waiver for separation distance was requested but denied by the Federal Aviation Administration. The project will include an environmental assessment for the required relocation but a new project will be requested in a future capital plan for reconstruction in a new location. The State projects estimates for the revised scope are similar to the current project budget resulting in no change to expenditures resulting in no direct County fiscal impact.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 166-O-120. Motion carried 6-0.

Annual Report on Employee Performance Evaluations and Awards

Sgarlata-Lutz distributed copies of "Performance Awards Based on 2008 Through 2011 Performance." She noted that departments are very consistent year-to-year on how they administer the program and give out awards. The total possible cost if everyone received maximum base and non-base awards in 2011 would have been \$1,008,306 compared to \$1,062,601 in 2010. The total actual cost for base and non-base awards in 2011 was \$593,211 compared to \$581,073 in 2010. In 2011, 280 employees received a non-base accumulating performance award totaling \$410,286. This compares to 280 and \$400,103 respectively in 2010. In 2011, 149 employees were given performance awards added to base salaries for a total of \$182,925. This compares to 154 and \$180,970 respectively in 2010. Staff went on to review the summary of performance evaluation ratings for 2011 for the 1,294 County employees and also for just the 426 non-represented employees. Thirty-seven employees were at maximum salary and were not eligible for base merit awards. Represented and formerly represented employees are not eligible for performance awards.

MOTION: Zaborowski moved, second by Heinrich to accept the annual report on employee performance evaluations and awards. Motion carried 6-0.

Ordinance 166-O-123: Accept Justice Assistance Grant (JAG) Crisis Intervention Team (CIT) Training Grant Awarded Through The Wisconsin Office Of Justice Assistance (OJA) And Modify Waukesha County Department Of Health And Human Services - Criminal Justice Collaborating Council 2012 Budget To Authorize Grant Expenditures

Luczaj discussed this ordinance which involves accepting \$49,500 in federal grant funds to provide training to municipal police and Sheriff's deputies to properly recognize troubled individuals with mental illness and refer them to appropriate health services. The grant period runs April 1, 2012 through September 30, 2012. Luczaj indicated \$34,500 will be used to provide a stipend of \$1,500 per officer (for approximately 23 officers) to law enforcement agencies within the county. The funding will partially cover the cost of law enforcement coverage needed while their officers complete the 40-hour crisis intervention training. The remaining \$15,000 will be used to subcontract with the National Alliance on Mental Illness (NAMI) of Waukesha to facilitate two training sessions during the grant period. Previously awarded grant funds totaling \$37,000 (enrolled ordinance 166-17) remains and is planned to cover stipends to train an estimated 24 additional law enforcement officers during these two training sessions.

Hutton said it will be interesting to know cost savings and the return on investment due to officers being properly trained in crisis situations which should result in a reduced number of detentions.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 166-O-123. Motion carried 6-0.

Update on Alcohol Treatment Court Fees and Revenue Goals

Luczaj discussed her report as outlined titled "Alcohol Treatment Court Program Fee Revenue Summary 2009-2012." The program began in June of 2009. For 2011, revenues were estimated at \$30,000 in fees. Actual revenues for 2011 totaled \$46,071 with \$36,634 coming from tax levy-funded clients (third OWI offender portion of the program) and \$9,437 coming from grant-funded clients. Haukohl sought clarification and asked if the fees/revenues were actually paid by the program participants. Luczaj said yes and the two categories are listed in such a way for budget purposes. For 2012, revenues were estimated at \$35,500 and for the first three months of this year, \$11,290 has been collected. Revenues since program inception total \$87,479. Program enrollment from 2009 through March 26, 2012 include 50 third OWI offenders (plus 4 pending enrollments) and 19 fourth OWI offenders (plus 9 pending enrollments).

MOTION: Hutton moved, second by Zaborowski to accept the update on Alcohol Treatment Court fees and revenue goals. Motion carried 6-0.

Ordinance 166-O-122: Reauthorize The Use Of The Secure And Non-Secure Detention Facilities For Short Term Detention

Schuler and Slesar discussed this ordinance to reauthorize use of a 72-hour hold option at the Juvenile Center to detain youth adjudged delinquent without the need for an additional court hearing. The 72-hour hold is limited to being used as a consequence of violating terms of a dispositional order. The 72-hour hold originated in 2004 with a sunset provision. The hold has been reauthorized every two years since then. Placements under the 72-hour hold provision have

been funded within the existing Juvenile Center program budget. In the last two years, the 72-hour hold option was used only once for three days in 2010 and five times for 21 days in 2011, all in the male secure detention unit.

MOTION: Heinrich moved, second by Falstad to approve Ordinance 166-O-122. Motion carried 6-0.

2011 Annual Report of the Waukesha County Treasurer's Office

Reeves discussed her report as outlined which included information on receipts and disbursements for 2010 and 2011, 2010 roll collected in 2011 for each municipality, tax deed properties sold in 2011, agricultural land use conversions, parcel counts, and tax levy collected from 2006 through 2012 for each municipality. The reconciled cash balance as of December 1, 2011 was \$9,148,547.22.

MOTION: Falstad moved, second by Zaborowski to accept the 2011 Annual Report of the Waukesha County Treasurer's Office. Motion carried 6-0.

Year-end Proprietary Funds Report

Thelke and Hein discussed their report as outlined for the County's various enterprise and internal service funds.

Hutton left the meeting at 11:05 a.m.

Those funds that showed a net income at year-end were the Naga-Waukee Golf Course (\$220,108); Materials Recycling (\$1,632,157); Vehicle/Equipment Replacement (\$305,809); Radio Services (\$1,962); Communications (\$1,060); End User Technology (\$15,358); and Health Insurance (\$1,761,069). Those funds that showed a net loss at year-end were the Wanaki Golf Course (-\$199,619); Moor Downs Golf Course (-\$174,193); Naga-Waukee Ice Arena (-\$27,007); Eble Park Ice Arena (-\$42,893); Airport (-\$203,417); Central Fleet (-\$116,387); Records Management (-\$100,687); Risk Management/Workers Compensation (-\$302,539); and Collections (-\$212,964).

MOTION: Heinrich moved, second by Falstad to accept the year-end Proprietary Funds report. Motion carried 5-0.

MOTION: Zaborowski moved, second by Meyer to adjourn at 11:31 a.m. Motion carried 5-0.

Respectfully submitted,

Pamela Meyer
Secretary